



St Joseph's School Waroona Asset Disposal Guidelines

1. Purpose

St Joseph's School is committed to making responsible decisions with discernment to serve and benefit the St Joseph's and CEWA community, as a whole. This pillar is a guide to ensure an accessible, affordable, and sustainable system is delivered. Living the Catholic social teaching principle of stewardship requires being responsible guardians for creation. Exercising stewardship concerns caring for people, the environment and other resources.

Sources of Authority	
CECWA Policy	Stewardship Policy
Executive Directive	– <i>Debt and Cash Management, Delegation Authority</i>

2. Scope

Cover all assets owned by St Joseph's School Waroona, that do not have specific CEWA Executive Directives outlining disposal requirements. CEWA Ltd Delegation of Authority outlines limits.

3. Definitions

Asset: Assets represent service potential or future economic benefits controlled by the St Joseph's as a result of past transactions or other past events. This definition assumes that:

1. The asset will in fact generate a positive contribution for the entity – i.e. the service potential will be realised
2. The asset possesses a value that can be measured reliably
3. The estimated value is above the minimum amount specified in a recognition threshold.
4. Non-current physical assets are assets that are tangible – i.e. they have a physical nature and a useful life beyond the current accounting period, typically one year. Non-current physical assets differ from inventory items by virtue of the fact that inventory items are 'consumable' (used up, expended, have a limited life, are on sold), or under the recognition threshold for the category.
4. The term 'service potential' means essentially the usefulness of a resource to an entity in achieving the entity's objectives. It represents the benefit to an entity from utilising a resource.
5. Assets provide the means to meet departmental objectives. The definition of the asset also includes the term "controlled". Control of an asset is usually evidenced by an entity's:
 - ability to use the asset to achieve its objectives

4. Guidelines

As outlined in CEWA's Delegations

Purchase or sale of Motor Vehicles (excluded from this framework)

All new and replacement vehicles require the approval of the CEWA Property Manager to ensure purchases and sales are in accordance with CEWA guidelines and to obtain discounted fleet pricing.

Motor Vehicles are required to be registered in the name of Catholic Education Western Australia Limited.

Disposal of Other Assets (excluding land and buildings and motor vehicles)

The disposal of other school assets (excluding land and buildings and motor vehicles) is delegated as follows:

- Approval by the Principal (up to \$ 50,000).
- Approval by Principal and endorsed by the School Advisory Council (over \$ 50,000).The disposal of other CEWA assets (excluding land and buildings and vehicles) is delegated as follows:
- Approval by the Property Manager (up to \$ 50,000).
- Approval by the Chief Financial Officer (over \$ 50,000 and up to \$ 200,000).
- Approval by the Executive Director and Finance Director (over \$ 200,000).

Assets disposal:

Assets may be disposed of where these are considered surplus to educational needs. Items can be available for disposal because they are:-

- 1) Not capable of running required operational software systems or being upgraded to do so;
- 2) No longer required, due to changed procedures, functions or usage patterns;
- 3) Beyond repair

Process:

Any item which is deemed to be obsolete or damaged beyond repair and is not appropriate for sale may be written off by the principal.

Any item which is surplus to the school's requirements, and has a saleable value, may be sold to achieve the best possible price.

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- The means of disposal of items :-
- The disposal of any item requires the approval of the Principal
- Initial consideration should be given as to whether the item could be utilised elsewhere within the school.

- Enquiries should be made with other Schools as to their interest in the acquisition of the item/s.
- There is no need to always advertise the sale of items and common sense can prevail when determining an acceptable price for the item. The principal would be responsible for making such decisions. If advertising an item it may take the form of :-
 - 1) Notice to be placed on staff notice board.
 - 2) Notice to be placed on view for pupils/parent bids;
 - 4) Offer to other schools
 - 5) Other appropriate method.
 - 6) All ICT equipment which is deemed obsolete will be fully cleaned of information prior to disposal.

Authorised by	Michael O'Dwyer	Signature:	Michael O'Dwyer
	Endorsed by SAC	Date:	9 th February 2023
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